

The following steps should be completed when interviewing and hiring new employees:

<input type="checkbox"/>	1. Make sure <u>ALL</u> candidates you interview who are new to City employee sign the “Pre-Employment Controlled Substances/Drug Test Requirement and Consent Form” at the interview. (These completed forms should be kept with your interview materials.)
<input type="checkbox"/>	2. Provide the candidates at the interview with a copy of the Concentra “Authorization for Medical Examination and Pre-placement Drug Testing” form. Make sure the title for the position being filled and the Physical Exam number have been filled in, and the components of the exam checked. Make sure the appropriate drug test type is checked, and the form is signed at the bottom. Also provide the candidate with “Donor Instructions” OR, for positions requiring a CDL the yellow “DOT Collection Site Intake form.” If you have any questions or comments regarding the exam components, please call Chuck Schumacher (ext. 3394) immediately (before giving form to applicant for physical exam).
<input type="checkbox"/>	3. Verify the degrees, licenses or other credentials required for this position. Check their backgrounds to insure that interviewees meet requirements. Check for any restrictions these individuals may have. Conduct a criminal background investigation. Contact Chuck Schumacher at x3394 if you have any questions (email to: cschum@milwaukee.gov).
	4. <i>It is important to follow this procedure and to notify the Certification Section (see steps 5, 6a and 6b) to successfully implement the City’s Drug Testing Policy. Your department head and your policy information coordinator have a copy of the City of Milwaukee Pre-Employment Drug Testing Policy.</i>
<input type="checkbox"/>	5. Contact the Certification Section (ext. 3395), to confirm that this appointment will be appropriate under Civil Service Rules before making a job offer.
<input type="checkbox"/>	6. If your new hire is new to City employment, instruct them to schedule a medical examination and drug test by calling one of the Concentra Medical Centers on the back of the Authorization form. <u>Candidates must pass a medical examination and a drug screen before job start date.</u>
<input type="checkbox"/>	6a. Contact the Certification Section (ext. 3395), or Email (cschum@milwaukee.gov) immediately after you have an accepted offer of employment to confirm that your new hire has been notified to make an appointment for the pre-placement physical exam and to report to a Collection Site for drug testing within 48 hours of acceptance. You will be notified as soon as results of the physical exam and drug test are received.
<input type="checkbox"/>	6b. Also, contact Jason Blasiola (ext. 3462), or Email (jblasi@mpw.net) immediately after you have an accepted offer of employment for <u>positions requiring a CDL license</u> to confirm that your new hire has been notified to report to a Collection Site for drug testing within 48 hours of acceptance. Jason will notify you as soon as he receives the results of the drug test.
<input type="checkbox"/>	7. If your new hire is new to City employment, instruct them to report to City Hall, Room 706 to complete the I-9 (Immigration Reform and Control Act) form. This MUST be done just prior to their start date (within 3 days) or ON their first day of employment. (School Board employees should report to the School Board Personnel Office.) They MUST complete this form.
<input type="checkbox"/>	8. Verify Proof of Residency. (For non-residents, make sure you monitor their efforts to move into the City to meet the residency requirements on the job announcement sheet.)
<input type="checkbox"/>	9. Notify your payroll clerk of this new hire.
<input type="checkbox"/>	10. Provide the attached “Safety Orientation” form to your new employee on his/her start date and review the items with the employee. Indicate the employee’s name, your name and the date of the session on the form. Provide a copy to the employee, and place a copy in the employee’s personnel folder.
<input type="checkbox"/>	11. Give attached “New Employee Orientation Information” form to new employees after filling in date of session. Call Judy Kammermann (ext. 3650) or Email (jkamme@milwaukee.gov) to reserve a space for the new employee that Orientation session.
<input type="checkbox"/>	12. Notify prospective employee of start date and starting salary in writing. Notify unsuccessful candidates in writing.